

SCOPE OF WORK

PREPARATION OF TOPOGRAPHIC, SITE, AND UTILITY DRAWINGS  
CIA HEADQUARTERS PROPERTY, LANGLEY, VIRGINIA

1. Suitable, permanent record drawings shall be prepared of the CIA Headquarters Area, Langley, Virginia, to accurately depict all existing construction on the CIA property.

2. Information to be shown shall include data such as:

a. Existing Site Information to Include:

- (1) Topography
- (2) Boundary lines (metes and bounds)
- (3) Acreage of various tracts
- (4) Date tracts acquired by the U. S. Government
- (5) Fence lines, gates, and boundary monuments

b. All existing structures on the property both principal buildings and minor ones such as guardhouses, power plants, etc.

c. All existing constructed features such as utility systems--water, sewer, gas, electricity, telephone, storm drainage, street lights, security lighting systems; also, paved areas--roads, sidewalks, parking areas.

3. The information shall be drawn on one or more sets of drawings which will facilitate both current use and future updating of the information.

4. Prior to start of any work on this project, it is requested that a meeting be held to be attended by representatives of:

a. Region 3, General Services Administration:

- (1) Building Manager's Office--CIA Headquarters
- (2) Building Operations Division
- (3) Design and Construction Division

b. CIA

- (1) Real Estate and Construction Division
- (2) Logistics Services Division

5. The purpose of the meeting will be to resolve detailed aspects of the work such as:

- a. Scale to which drawings will be prepared.
- b. Priorities for accomplishment, if initial funds are insufficient to cover all the work.
- c. Arrangement of the data to be presented.
- d. Schedule for accomplishment.
- e. Whether General Services Administration can participate in project funding, since finished drawings will be also useful to General Services Administration offices involved.